

10 December 1974

Approved

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2002/01/30 : CIA-RDP82-00357R000700060028-3

AGENCY NOTICE

IMPLEMENTATION OF SINGLE CEILING CONTROL AND REPORTING  
FOR ALL PERMANENT FULL-TIME PERSONNEL

I. For FY 1976, a single employment ceiling will apply to all permanent full-time personnel, both staff and contract combined. Employment of part-time and temporary personnel will be controlled by the availability of budget funds in the appropriate sub-object class and such personnel will not be charged to the ceiling for permanent full-time personnel. To provide a common understanding of the various categories of employment, the following definitions will apply.

Permanent Full-Time Employees: those employees who are regularly scheduled to work 61 or more hours per biweekly pay period and whose term of employment, either staff or contract, with the Agency will be a year or more.

Temporary Employees: those employees whose term of employment by the Agency is to be less than a year from the date of initial employment. This category will also include summer only employees and summer interns.

Part-Time Employees: those employees who are regularly employed on pre-scheduled tours of duty that are 60 hours or less per biweekly pay period.

Intermittent Employees: those employees who are employed on an irregular or occasional basis with hours or days of work not on a pre-arranged schedule and with compensation only for the time actually employed or for services actually rendered. Intermittent employees may not be employed in excess of 1560 hours per any yearly period. (Co-op employees normally will be included under this category).

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Other Categories of Employment not Considered as Permanent Full-Time:  
according to the instructions for the Agency's Operating Budget for FY 1975, these will include TAS employees, and employees liquidating their accrued sick leave pending Disability Retirement.

Sub-Object Class 1148: as defined by budget instructions, this category funds all personnel, other than indigenous, not classified as permanent full-time employees.

II. FY 1975 is the transition year. For the remainder of the Fiscal Year, the Agency will continue to operate under separate and distinct ceilings for permanent full-time staff and contract personnel respectively, according to the ceiling letter issued by the Comptroller on 23 August 1974.

In FY 1976, the single ceiling will apply to all permanent full-time personnel. Whether a full-time employment relationship should be staff or contract will be a management decision without the constraint of ceiling considerations.

III. In the near future, managers will be asked to identify to the Office of Personnel all part-time, intermittent, and temporary employees who are not already identified as such. The Office of Personnel will develop the appropriate coding for the identification of such employees in its transactions accounting and will issue the appropriate instructions concerning this process.

In preparation for FY 1976, managers should review the use of contract employees, especially those serving in full-time permanent capacities. Each manager should review [redacted] noting especially the provision for limited staff employment such as "reserve" or "temporary." Long-term employment of personnel should be in staff status as a rule and shorter-term employment should be in limited staff status wherever

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possible. Contract status should be considered where special factors such as security, citizenship, or operational needs prevail.

IV. With respect to part-time employment, it is the policy of this Agency to encourage the use of part-time personnel whenever the requirement is not full-time, or where approval of part-time status is necessary to retain or acquire essential skills not otherwise available. Also, it is appropriate to consider, on a case-by-case basis, converting an employee to part-time status for a temporary period for self-sponsored educational purposes, particularly when the employee has essential or scarce skills which otherwise would be lost to the Agency.

V. In preparation for FY 1976, the Office of Personnel will take the necessary steps to put all permanent full-time positions on the PCR and facilitate manpower control by identifying, wherever feasible, non-permanent, part-time, or intermittent incumbency on the PCR as well. Although this process will begin immediately, it will take several months to accomplish.

With respect to employment status reporting, the latter half of the current fiscal year will be the transition period for changing the reporting so that all reporting during FY 1976 will be on the new basis. It will be necessary to be able to identify conversions so that pure separations and accessions to permanent full-time staff can be reported.

During the remainder of FY 1975, the Office of Personnel will report strength in two formats, the current one which is required to report against the current dual staff and contract ceilings, and the new one which is preparatory for the single ceiling and is consistent with the Operating Budget for FY 1975, which uses the new definition of Sub-object Class 1148.

VI. Any changes in the status of personnel must be accompanied by the necessary transfer of funds unless funds are already adequate in the appropriate account. (Any increase in A.E. for Sub-object Class 1148 must be funded.) The budget for FY 1975 is extremely tight, being subject to unparalleled inflationary pressure. Personnel costs must not be an unfunded item.